

POSITION DESCRIPTION

Position Title: Health & Safety Advisor

Position Holder:

Reports to: Branch Manager

Date: 19 November 2019

DEADLINE: FRIDAY 6th DECEMBER 2019

Location of role: Tofoa Branch, Nuku'alofa

PURPOSE OF THE POSITION

- To support the EHS Manager in leading, managing and facilitating the development of a strong, proactive safety culture and safe working environment within Fletcher South Pacific for all employees and subcontractors.
- To develop and support Managers, Supervisors and Contractors to implement, EHS policies, plans, systems and improvement programs to meet organizational EHS objectives, standards and legislative requirements.
- To develop and implement health & safety initiatives to ensure the workplace maintains the highest professional Health & Safety standards and complies with all Relevant Legislation or Fletcher Building Policy, whichever is greater.

KEY RELATIONSHIPS

Internal	Purpose
General Manager	<ul style="list-style-type: none"> • To discuss EHS and provide advice and support on related issues • To respond to requests for information and data,
EHS Manager	<ul style="list-style-type: none"> • To report on a formal basis monthly and provide data and progress against plan • To discuss EHS and provide advice and support on related issues • To maintain details in Radar for incidents, Walks, employee observations, investigations and actions.
Divisional Managers, Construction Managers & Construction Supervisors	<ul style="list-style-type: none"> • To provide EHS consultancy services • To educate on EHS requirements & responsibilities • To provide support to investigations & audits • To assist with the implementation of South Pacific policies, procedures and initiatives • To provide support and advice on EHS issues • To respond to request for EHS information • To provide and facilitate training requirements.

External	Purpose
Independent Contractors and their Sub-contractors and Employees	<ul style="list-style-type: none"> • To support Contractors in the adoption of South Pacific Site specific safety plans and to coach and advise on how to translate Fletcher Building plans to safe behaviors and conditions on site • To develop and foster effective working relationships • To support and facilitate the communication of EHS information, standards and SP requirements. • To monitor adherence to SP requirements and legal compliance. • To monitor product quality, safety and legislative compliance and South Pacific Policy Compliance. • To support and facilitate training and learning opportunities. • To support/facilitate toolbox talks.
External service providers	<ul style="list-style-type: none"> • Build, maintain and foster key relationships with preferred suppliers/Specialists. • Keep up to date with legislation and NZ industry developments • To provide information, when required • Obtain specialist advice and assistance, when required.
Auditors	<ul style="list-style-type: none"> • To ensure EHS policies & systems are satisfactory and comply with legal requirements

KEY ACCOUNTABILITIES AND MEASURES

Key Accountabilities (Important results you must achieve that define the purpose of your job)	Key Objectives (Key actions / processes required to achieve outcomes)	Measures (The goals on which you must focus to achieve your key outcomes)
<p>Ensure that your area of responsibility has effective structure, culture, policies and programmes that comply with legal and South Pacific requirements and enhance the environment, health and safety of employees.</p>	<ul style="list-style-type: none"> • In conjunction with the EHS Manager develop and implement supporting EHS plans and goals and ensure they are adequate resourced and communicated. • Develop a proactive, safety focused culture where employees play an active role in the Health & Safety of the organization • Implement and monitor risk- based EHS policies, standards, procedures & programmes. Ensure these are effectively communicated, promoted and reviewed following changes to relevant regulatory or FB requirements or work practices • Facilitate site inspections to check policies & procedures are being properly implemented and ensure prompt resolution of any non-compliance issues. • Actively participate in the process of hazard identification, task analysis and the application of hazard controls • Assist in the review of Site Specific Safety Plans, Risk Assessments and Task Analysis prior to work commencing. • Support site induction programmes for new employees, Sub contractors & visitors, where appropriate, ensuring EHS expectations are clearly communicated • Participate in EHS meeting forums including toolbox talks & subcontractor safety meetings • Coordinate and participate in site audits and monitor the timely closeout of all corrective actions • Collate and maintain safety records, registers, Radar and to provide reporting where required 	<ul style="list-style-type: none"> • South Pacific safety performance indicators • Audit results

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Support Branch Managers in their EHS responsibilities & ensure they understand and observe safe working practices	<ul style="list-style-type: none"> • Formulate action plans to support Managers to deliver on EHS objectives • Identify EHS training needs and development opportunities. Propose, develop and support the delivery of training plans to address these in line with the EHS strategy on time and to budget • Ensure all employees understand, support & are aware of Company EHS policies and their EHS responsibilities • Actively assist and support Managers through the contractor management procedure including induction, agreements, task analysis, H&S plans, hazard management, training registers, Standard operating procedures, etc. • Ensure Contractors understand Site Specific Safety Plans and hazard management processes that address priority issues and meet South Pacific requirements. • Assist Managers and Construction Supervisors to review the content of Contractor safety management plans and ensure that required SP/FB/Legal standards are met. • Support Managers to maintain training registers and ensure that competency levels are sustained at appropriate levels. • Facilitate communication on changes to policy/legislation 	<ul style="list-style-type: none"> • South Pacific safety performance indicators • Regional training hours target
Support Fletcher South Pacific Contractor management requirements in line with the safety management system and relevant legislation	<ul style="list-style-type: none"> • Advise, Coach and ensure contractors processes and expectations are in line with South Pacific site specific safety plans. • Facilitate the management of contractors within South Pacific including EHS Plans, inductions, prestart meetings, task analysis & permit systems • Advise and educate Contractors to improve their safety management systems to meet regulatory and SP requirements 	<ul style="list-style-type: none"> • Contractor register & preferred supplier lists maintained

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Leads, supports and co-ordinates adherence to agreed company policies and approval processes.	<ul style="list-style-type: none"> • Maintains up to date knowledge of H&S legislation. • Ensures a thorough working knowledge of South Pacific policies and procedures with regard to H&S and monitors compliance • Manages H&S policies and policies for SP ensuring up-to-date information is available and supports managers in making decisions. • Provide technical advice to enable managers to understand governance and compliance issues with regard to H&S. • Ensure familiarity with FB's trade practices policy and standards. 	<ul style="list-style-type: none"> • Regulatory and Group EHS Standards are met and not violated • Audit results
Ensure that all accidents, near misses and hazards are identified and managed using correct systems	<ul style="list-style-type: none"> • Actively participate in the development of safe work practices for workplace risks • Support reporting of accidents/near misses, hazards, investigations, and ensure they are appropriately recorded. • Provide support and information on corrective and preventative actions to ensure they closed out in a timely manner. • Ensure all accidents/near misses are reported to the appropriate positions. • Analyze data to focus improvement opportunities, with a focus on improving hazard controls • Keep records of inspection findings and produce reports that suggest improvements • Maintain and support the of management of events in Radar 	<ul style="list-style-type: none"> • All hazards are identified & corrective actions developed • Updated hazard registers are displayed
Provide assistance to managers in incident/injury management & rehabilitation processes	<ul style="list-style-type: none"> • Liaise with Key Managers ensuring that the interests of South Pacific are protected where necessary • Assist Branch Manager with rehabilitation and return to work plans in collaboration with the EHS Manager 	<ul style="list-style-type: none"> • Reduction in injury statistics • Reduction in injury rehabilitation costs • Increase in hazard & near/miss reporting

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Coordinate emergency planning & preparedness for your areas of responsibility.	<ul style="list-style-type: none"> • Coordinate emergency procedures and ensure appropriate equipment is available & trained staff are appointed at each site • Ensure all sites have updated emergency response procedures & contact lists • Ensure all sites undertake regular safety drills. • Lead & manage the emergency evacuation training. 	<ul style="list-style-type: none"> • The Safety Drill Schedule is implemented and adhered to.
Champions and manages environmental issues in the business	<ul style="list-style-type: none"> • Promote best practice to Managers and staff regarding environmental management and sustainability. • Establish a thorough knowledge of site environmental requirements including law, regulations, consents, specifications and contract documents. • Manage an environmental / sustainability audit programme as required 	<ul style="list-style-type: none"> • FB environmental and sustainability performance indicators
Contributes to the success of the business as a whole, demonstrates organizational commitment & exhibits company values	<ul style="list-style-type: none"> • Demonstrate support and application of South Pacific values within the work environment • Constructively participates as a member of the branch and wider South Pacific and Fletcher Construction Group team. • Co-operates with other Company and Group employees on joint initiatives, sharing information and discussing generic operational issues. • Acquire and maintain the skills and knowledge related to competent job performance • Adheres to agreed Company policies, requirements & standards 	<ul style="list-style-type: none"> • Manager, peer, and customer feedback • Identification of learning objectives documented in Development Plan

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Commitment and compliance to all elements of South Pacific safety practice, policies & commitments	<ul style="list-style-type: none"> Consider safety aspects of projects in order to reduce risks of hazards. Commitment and compliance to all elements of South Pacific safety practices, policies & commitments. 	<ul style="list-style-type: none"> Evidence of safety measures during the construction phase being allowed for and considered with programs Evidence of participation in identifying safety risks when on project sites
Other Duties: Depending on the project scale, undertake projects or activities not specifically outlined above as requested.	<ul style="list-style-type: none"> Assist with other duties as required Participate in projects as necessary Continually explore ways to enhance own and team's way of working for the benefit of the business 	<ul style="list-style-type: none"> Timeliness of projects and activities Quality of projects and activities

PERSON SPECIFICATION

Trade or Academic Qualifications	<ul style="list-style-type: none"> Professional qualification in an EHS related field
Experience	<ul style="list-style-type: none"> Ideally at least 5 years' experience in an EHS role in the construction sector or a similar safety-sensitive environment Previous success in managing risk and leading safety behaviors Experience in learning and development, training and/or employee coaching and motivation
Skills & Competencies	<ul style="list-style-type: none"> Broad understanding of the current EHS regulatory environment, with exposure to innovation and new trends/directions including from other comparable regulatory jurisdictions Ability to understand and apply risk-based EHS imperatives to the dynamics of a construction project/site Strong engagement, influencing and coaching skills with a demonstrated ability to negotiate and influence outcomes with managers and staff at all levels of the business Success with promoting change and driving continuous improvement in EHS performance Ability to develop effective working relationships and from that platform, to coach and build high-performing safety leaders and teams A performance, results and success orientation with a commitment to achieving challenging objectives and delivering excellence Possessing a strong commercial acumen with the ability to think strategically and innovatively Sound analytical, problem solving and planning skills with a demonstrated capacity to exercise initiative and judgment Ability to manage multiple relationships & operate in a co-operative & collaborative fashion within a complex matrix organization Ability to work independently with minimal supervision Can speak and write English Has basic Computer Skills

